

Internship Submission Checklist

The following documents are required in order to be considered for an internship:

- ☐ **Submit a professional resume**
- ☐ **Submit a copy of transcript. An unofficial copy obtained from the school is acceptable. The transcript must verify current overall GPA.**
- ☐ **Submit two letters of professional recommendation**
- ☐ **Submit letter of interest**
- ☐ **Submit DD214 (if applicable)**

Students will submit documents by the required deadlines. If all information is not received by the deadline, the submission will not be considered for selection into the program.

Please email all documents and contact Kimberly Mantlo at Kimberly.mantlo@tn.gov with any questions.